

## SOP 1.5

### TITLE

REALTIME DOCUMENT UPDATE

### PURPOSE

To define the guidelines and procedures for updating and maintaining realtime documentation.

### PARTICIPATION

POD POIF CM  
RICO

### EFFECTIVITY

Increment 2 and subsequent

### REFERENCE DOCUMENTATION

MSFC Space Station Payload Operations Integration Function Configuration Management Plan (FD32-CMPLAN-01)

MSFC Space Station Payload Operations Integration Function, Realtime Information Control and Records Management Plan (FD32-ICPLAN-01)

MSFC Payload Operations and Integration Department Data Management (Documentation) and Records Management Plan (MSFC-3023)

### GENERAL

RICO will provide a method of receiving an approved permanent or temporary OCR, updating on-line realtime documentation, storing the documents in the HOSC, and later, moving the originals to the archive site in building 4610.

### PROCEDURE

1. Upon receipt of a ~~an~~ final approved OCR for a documentation change, RICO archives the current on-line documentation (makes an electronic copy ~~and a hardcopy~~ of the current on-line version, and files ~~both it~~ it in the RICO HOSC Library).

- (a) RICO updates the current copy of the document including the Revision and History page. Updates are recorded using the application edit function. Approved OCR changes marked temporary are identified as temporary. Appropriate configuration control documentation is submitted as directed by POD.
  - b) ~~RICO makes a hardcopy of the changed document, marks it "original copy," and files it in the RICO HOSC Library.~~ enters the document change into the library reference database.
  - (c) RICO posts the updated version to PIMS and the RICO Realtime Information web site.
  - (d) RICO notifies POD, Users, and cadre of online documentation changes via email.
- 2. ~~A hardcopy of the OCR is made and marked "original," and An~~ an electronic copy to a CD-ROM ~~or 3.5-inch diskette~~ is made. ~~Both~~ and are stored in the RICO HOSC Library.
  - 3. RICO extracts changed paragraphs, tables, figures, and/or SOPs from the approved OCRs affecting a changed publication. RICO includes all "change" extracts as part of an email that notifies cadre positions of a new publication version in PIMS.
  - 4. Upon direction from POD, emails the OCR for ECR processing to the POIF CM Group at poifcm@msfc.nasa.gov. ~~converts permanent OCRs to draft ECRs/PPCRs or Flight Notes, and coordinates as necessary.~~